



---

## How to Revise TRI Data

---

Facilities that have filed a Form R and/or a Form A under EPCRA Section 313 may submit a revision to the form that was previously submitted, stored in the Toxics Release Inventory Processing System (TRIPS), and made available to the public through Envirofacts and TRI Explorer. A revision is a submission that corrects previously submitted data. A revision can be made using the *TRI-MEweb* application, a photocopy of the original paper submission, creation of a replacement paper submission, or by printing the eFDP to revise it, sign it, and mail it to the TRI Data Processing Center (DPC). The following is a list of the most frequently asked questions and corresponding answers about revising TRI data.

### 1. What is the reason for revising my TRI data?

---

Facilities may revise submitted data in order to correct an error or inaccurate information. You may initiate a revision by using *TRI-MEweb*, a photocopy of the original paper submission, creation of a replacement paper submission, or by printing the eFDP to revise it, sign it, and mail it to the TRI Data Processing Center (DPC). Typically, revisions are categorized into one of the following five revision types, represented by revision codes RR1 through RR5:

- RR1 - New Monitoring Data
- RR2 - New Emission Factor(s)
- RR3 - New Chemical Concentration Data
- RR4 - Recalculation(s)
- RR5 - Other Reason(s)

The revision code(s) should be entered in the appropriate place on the form. This depends on the method with which you choose to submit your revision. For paper forms, the "Revision" box is on the first page of the reporting form. You may enter a maximum of two revision codes on the form. For *TRI-MEweb*, the revision type is selected via the "Select Reason(s) for Revision" page. See **Question 2. How do I revise my submission(s)?** for further details.

### 2. How do I revise my submission(s)?

---

The following is a list of methods to revise your previously submitted TRI data:

[A. Create a revised TRI form using the \*TRI-MEweb\* application](#)

---



Facilities that have filed a Form R and/or a Form A (via *TRI-MEweb* or paper form) may submit a revision to a form that was previously certified and sent to EPA. *TRI-MEweb* is the preferred method for requesting the revision of a previously submitted Form R or Form A beginning with Reporting Year 2005. To prepare a revision using *TRI-MEweb*, follow these steps:

1. To begin, first log into your CDX account and click "TRI-MEweb: Prepare Submission".
2. Then, click the "Prepare" tab and select the appropriate reporting year; click "Next".
3. Select the radio button corresponding to the facility for which you wish to create a revision and then click "Next".
4. Click the "Forms" sub-tab and then click the "Revise" button for the form you would like to revise. Observe that the "Revise" button only appears for chemicals that have the "Certified and Sent to USEPA" status.
5. A window will appear asking, "Are you sure you wish to create a revision?" Select "OK" to continue.
6. You will automatically be directed to the "Select Reason(s) for Revision" page to select the reason(s) for revision.
7. After you have selected your reason(s) for revision code(s), click "Next." In order to make corrections to contact information, release values, and/or waste management values, select the appropriate sub-tab to access the each section of the form.
8. Once all necessary corrections have been made, you can proceed to the validation process. In order to transmit your form, you will then need to identify a certifying official.
9. Finally, once you have reviewed the information for the revision, click "Next" to transmit the form(s). Otherwise, click "Cancel" to make additional changes.
10. *TRI-MEweb* will notify you that the form(s) has been sent to CDX for processing. This may take a few minutes.
11. If your facility is located in a state that participates in the TRI Data Exchange (TDX), you may click "Next" to continue to the "Reporting Summary" page. For facilities located in non-TDX states, you may click "Next" to begin preparing the revision for submission to your state.
12. After a revision has been submitted, an email will be sent to both the certifying official and the preparer. The email provides a link to CDX and instructions for certifying the submission containing the revision. The certification process is the same as is done for certifying submissions containing an original form.

#### B. Photocopy of Original Paper Submission

A second method for revising TRI data is to use a photocopy of the submission you want to revise. You may submit a photocopy of your original submission (from your file) with the corrections made in blue ink.



- For revisions beginning with Reporting Year 2007, please enter the appropriate revision code(s) in the allocated box(es) on Page 1.
- For revisions of Reporting Year 2006 and prior submissions, please enter an "X" in the space marked "Enter 'X' here if this is a revision," on Page 1 of the form.
- Re-sign and re-date the certification statement on Page 1.

### C. Revising Submitted Data by Creating a Replacement Submission

If you do not have a photocopy of your original submission, you can submit a new submission to replace a previously submitted report. This can be done using the paper form or *TRI-MEweb*. In order to revise the previously submitted data, the reporting year, TRIFID, form type (Form A or Form R) and chemical must be the same. If you wish to revise prior year data, you must use a form of the same type and year. For example, you cannot revise your RY 2008 form using an RY 2010 form. You must use an RY 2008 form. Likewise, you cannot revise a Form R using a Form A. You must use a Form R. You can request prior year reporting forms by sending an email to: [tridocs@epa.gov](mailto:tridocs@epa.gov).

- For revisions beginning with Reporting Year 2007, please enter the appropriate revision code(s) in the allocated box(es) on page 1.
- For revisions of Reporting Year 2006 and prior submissions, please enter an "X" in the space marked "Enter 'X' here if this is a revision," on Page 1 of the form.

### D. Revise the electronic Facility Data Profile in the *TRI-MEweb* application

You can revise your previously submitted data using your eFDP. To begin this process, follow the steps below:

1. To begin, first log into your CDX account and click "TRI-MEweb: Prepare Submission".
2. Then, click the "eFDP" tab.
3. Click the plus icon corresponding to the facility that contains the TRI form that you need to revise.
4. Click the plus icon corresponding to the reporting year that contains the TRI form that you need to revise.
5. Click the chemical name for the TRI form that you need to revise.
6. Click the "PDF" icon at the top of the page and print out the eFDP.
7. Make the necessary corrections using blue ink.
8. Write in the appropriate revision code(s) in the "Revision Reason" section.
9. Sign and date the certification statement.
10. Mail the corrected and signed eFDP to the TRI Data Processing Center. Go to **Question 4. Where do I send my revisions?** for mailing instructions.



### 3. Will I lose credit of my original submission date if I submit a revision?

---

As long as you submit the exact same form, chemical, and reporting year, and you did not withdraw the chemical that you are revising, you will not lose credit for the original submission date. Please be sure to choose the correct chemical name and associated CAS number. Some chemicals may sound alike but are, in fact, different. Revisions to the chemical name and CAS Number require withdrawal of the original submission. For more information on the withdrawal process, see the "How To Withdraw TRI Data" guide.

### 4. Where do I send my revisions?

---

You can send your revisions by *regular mail* to the following address:

TRI Reporting Center  
P.O. Box 10163  
Fairfax, VA 22038  
**Attention:** TRI Revision Request

For *certified or overnight mail*, send revisions to the following address:

TRI Data Processing Center  
c/o CGI Federal, Inc  
12601 Fair Lakes Circle  
Fairfax, VA 22033  
**Attention:** TRI Revision Request

### 5. Where can I get additional help?

---

More information on how to revise TRI data, including a list of revision codes, is provided in Section A.2 of the Reporting Forms and Instructions. Information regarding access to *TRI-MEweb* is available at:  
<http://www.epa.gov/tri/report/software/trimeweb/index.htm>.

Also available is a collection of tutorials that covers the process to revise a form, withdraw a form, and cancel a pending electronic submission utilizing either the preparer or certifying official roles. These tutorials are available at:  
[http://www.epa.gov/tri/report/trime/ry2011/tutorials/tutorial\\_index.html](http://www.epa.gov/tri/report/trime/ry2011/tutorials/tutorial_index.html).

If you need any further assistance revising your submission using *TRI-MEweb*, contact the CDX Help Desk by phone at +1 (888) 890-1995 ((970) 494-5500 for callers from Puerto Rico and Guam) or by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).